



SOUPARNIKA RAHUL

Results-oriented accountant with 3 years of experience in financial management and meticulous attention to detail. Seeking a challenging position to leverage my expertise in accounting, financial analysis, and compliance to contribute to the success of a dynamic organization.

PERSONAL

Name Souparnika
Rahul Address
Dubai - UAE
Phone number
+971 56 468 3441
Email
souparnikapradip@gmail.com

Date of birth 14-03-1997

Gender
Female
Nationality
INDIA

LinkedIn
https://www.linkedin.com/in/souparnika-b853b218b?utm_source=share&utm_campaign=

LANGUAGES

English ★ ★ ★ ★
Hindi ★ ★
Tamil ★
Malayalam ★ ★ ★ ★ ★

WORK EXPERIENCE

Oct 2022 - Present

Accounts Assistant - Payables

[Merint-LLC., Dubai - UAE](#)

- Efficiently manage petty cash transactions with a keen focus on accuracy.
- Conduct comprehensive bank reconciliations to ensure precise financial records.
- Implement age-wise analysis for monitoring and analyzing purchases.
- Post purchase bills accurately and in a timely manner.
- Handle cheque preparation and ensure timely payments.
- Record and file purchases and back payments meticulously.
- Process invoices and perform detailed bank reconciliations.
- Submit age-wise reports for sundry debtors and creditors.

Mar 2020 - Jul 2022

Accounts Assistant

[V-Tech Marine Services LLC, Ajman - UAE](#)

- Monitoring daily communications and answering any queries.
- Preparing statutory accounts.
- Ensuring payments, amounts and records are correct.
- Working with spreadsheets, sales and purchase ledgers and journals.
- Recording and filing cash transactions.
- Controlling credit and chasing debt.
- Invoice processing and filing.
- Processing expense requests for the accountant to approve.
- Bank reconciliation.
- Updating and maintaining procedural documentation (Insurances Etc.)

Feb 2019 - Feb 2020

Estimator (Intern)

[I Tech Building Solutions WLL, QATAR, Doha Qatar](#)

- Review architectural plans and Prepare quantity needs / BOQ for Steel Doors and Ironmongery.
- Estimate & Pricing the steel doors in line with the Civil Defense Requirement Based on Location of Steel Doors by Fetching same in Floor plan.

EDUCATION AND QUALIFICATIONS

Mar 2017 - May 2019

Master In Business Administration

[Anna University, Chennai](#)

Specialized in HR & Finance.

Jun 2014 - Mar 2017

Bachelor in Commerce

[University of Calicut, calicut](#)

Bachelor In commerce and Computer applications



SKILLS

MS Office



Tally ERP



Focus v6.0129- ERP



COURSES



Oct 2023- Present

Certified Management Accountant - USA

[IMA](#)